

June 13, 2024

To,
Mr. John Doe
Accounts Manager
ABC Corporation Ltd.
123 Business Road
City, State ZIP Code

Subject: Payment Request for Services Rendered

Dear Mr. Doe,

I am writing to request payment for the services rendered as agreed under our contract dated May 20, 2024. The services were successfully completed and delivered on June 1, 2024, as per the agreed upon terms.

Please find the summary of services and payment details below:

Service Description: Website Development and Maintenance

Invoice Number: INV-2024-015

Total Amount Due: \$2,500.00

Due Date: June 20, 2024

Kindly process the payment at your earliest convenience. The payment can be made via bank transfer to the account details included on the attached invoice.

Should you have any questions or require further documentation, please feel free to contact me.

Thank you for your prompt attention.

Sincerely,

Jane Smith
XYZ Web Solutions
Email: jane@xyzweb.com
Phone: (555) 345-6789

Important Notes:

- Always attach a detailed invoice with the payment request.
- Clearly mention the service period and payment terms agreed upon.
- State the due date to avoid payment delays.
- Keep a copy of all correspondence related to payment.
- Be polite and professional in your request for payment.